

City of Victorville Position Description

ENGINEERING AIDE IV (GIS)

DEFINITION

Under general supervision, performs para-professional engineering work; prepares and maintains Geographic Information Systems (GIS) base map; maintains multiple attribute layers of a GIS base map and data base; prepares maps, reports and diagrams; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest para-professional class in the engineering series. It is distinguished from Engineering Aide III by the experience and supervision requirements, and differentiated from the Civil Engineering class by the degree of training required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares maps, line drawings, color graphics, charts, graphs for use in reports and presentations; updates GIS base map and layers; performs accurate cadastral drafting work based on tract maps, parcel maps, legal descriptions, deeds, other legal documents and survey data; checks and prepares legal descriptions of land; assists the party chief in making calculations and keeping field notes; utilizes computer and computer software; updates base maps used for all city GIS activities; utilizes extreme discretion when dealing with the public and employees on sensitive, confidential matters; operates City vehicles and equipment in a safe and efficient manner; routinely adheres to and maintains positive working relationships with management staff, co-workers, other employees and the public; performs related duties as assigned.

EMPLOYMENT STANDARDS

Training and Experience - Graduation from high school or GED equivalent, supplemented by sixty (60) college semester units with a major in engineering, or closely related field, and three years of experience in sub-professional engineering, including at least one year of computer aided drawing experience.

Knowledge & Abilities **Knowledge of:** Geographic Information Systems and the application thereof; computer-aided drawing systems such as AutoCAD and ESRI ArcGIS (ArcInfo and ArcView); surveying, surveying instruments and procedures is highly desirable.

Ability to: to read and interpret maps and legal descriptions; make accurate computations in mathematics, including trigonometry; read and interpret construction plans; keep records and prepare reports; perform basic drafting duties, including engineering drawings and maps; and maintain effective working relationships with supervisors, fellow employees, and the general public.

Licenses and Certificates - Possession of a valid California Class "C" driver's license.
Certificates Required: Certification in Geographic Information Systems from an accredited college or university.

WORKING CONDITIONS

Work is performed in a variety of environmental conditions, both indoors and out, with wide temperature variations, noise, vibrations, fumes, odors and dust. Incumbent must have the mobility to visit various job sites on as needed. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent may be required to attend night meetings, respond to emergencies after regular working hours and on weekends, and must be flexible to meet the needs of the community by working an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE: August 11, 2005

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

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